CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: CBS155			
Classification Specification: ASSISTANT BUILDING OFFICIAL			
Salary Range: <u>AF 39</u>			
Position Description: <u>Assistant Building Official - Inspection Process</u>			
Incumbent: Harry Hardey			
Location: Planning - Development Services			

GENERAL PURPOSE:

Under the direction of the Building Official, incumbent is responsible for coordinating building inspections, supervising assigned staff and performing technical tasks related to the regulation of construction work and/or conditions involving the development, use, and maintenance of land and structures to secure compliance with pertinent State and/or City building, mechanical, plumbing, energy and related codes.

Work is characterized by a substantial amount of supervisory functions in managing, directing, organizing, evaluating, and overseeing the inspection process activities within the Development Services Division.

Work is performed independently, incumbent makes decisions regarding the methods of improving the inspection process, and supervises staff to ensure schedules are met and assignments are completed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Train, supervise, assign and evaluate the performance of the Combination Building Inspectors; establish work performance standards; provide work direction and guidance; assist in selection and disciplinary action; initiate disciplinary action as required; provide counseling and positive motivation to assigned staff.

Oversee all aspects of the building inspection function, generating workload and other reports of activities and resolving problems/complaints as needed.

Conduct inspections to verify compliance with pertinent codes and approved plans; in emergency conditions, conduct building damage assessment inspections; or to assist inspectors in the performance of their duties.

Examine and analyze plans and related documents associated with permit applications to determine compliance with pertinent state and/or local codes. Approve plans for permit issuance if code compliance is demonstrated; communicate details of non-compliance to applicant for correction.

Provide permit applicants, the public and development design professionals with code information to assist them in achieving code-complying designs and in understanding construction code purposes and provisions.

Participate in and assist with ongoing Division plans and activities to improve customer service, productivity and efficiency in the delivery of this service.

Provide technical assistance to the Code Enforcement Officer by determining building code violations in dangerous and/or questionable structures.

Assist the Building Official by providing technical analysis of code applications; by recommending code interpretations, policy development by analyzing and recommending changes in Division operations, staff allocations, and hiring decisions.

Coordinate interactions of assigned staff, with other division, department and City staff, as well as with other agencies, customers and citizens by providing technical information relating to code requirements and specific project development design details in order achieve code compliance.

Identify training needs/deficiencies and seek training opportunities to meet those needs.

Create and maintain records of inspections and related activities.

Update Combination Inspectors training handbook to maintain consistency in inspections.

PERIPHERAL DUTIES AND RESPONSIBILITIES:

Perform the duties of the Building Official in his/her absence.

Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of supervision and training.

- Effective inspection techniques, methods, procedures, and practices.
- Modern principles and practices in the development and execution of permit process, inspection and code enforcement methods, techniques, processes, procedures, and related documents.
- Development and construction processes, procedures, designs, materials, construction methods and related documents.
- Architectural, engineering and cartographic expressions of development designs.
- The Uniform Building Code, Uniform Mechanical Code, Uniform Plumbing Code, Washington State Energy Code, Washington State Ventilation and Indoor Air Quality Code, Washington State amendments to the Uniform Codes and related standards, codes and other applicable regulations governing the development, construction, use and maintenance of land and structures.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- City organization, operations, policies, objectives and labor union contract.
- Modern office practices, procedures, automation, and equipment.

SKILLED IN:

- Application of principles and practices of supervision and training.
- Mutual problem-solving and finding mutually beneficial solutions.
- Interpersonal skills requiring tact, patience and courtesy.
- Use of oral, written communication skills.
- Organizing, scheduling and completing work deadlines.
- Oral and written communication including correct English usage, grammar, spelling, punctuation and vocabulary.
- Use of listed tools and equipment.
- Accurately, efficiently and effectively analyze development and construction designs and related documents to determine code compliance.

ABILITY TO:

- Train, supervise, discipline and evaluate assigned personnel.
- Effectively communicate orally and in writing.
- Communicate technical information and requirement in a clear and accurate fashion both orally and in writing.
- Establish and maintain effective working relationships with City officials, City employees and the public.
- Coordinate workload and technical requirement with assigned staff.
- Mediate conflict, elicit cooperation, or be assertive as the situation demands; resolve sensitive disputes which may have financial impact on developer, contractor or the City.
- Plan, schedule, organize and delegate work in a manner which optimizes use of time and employee skills.
- Prepare clear and concise correspondence and written materials.

Work independently with minimal supervision.

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including but not limited to computers (WordPerfect, permit tracking system, HP Desk, & other software); scanner; printer; telephone, fax, and copy machine.

Motorized vehicles including but not limited to City passenger car.

Standard and specialized hand and power machines, tools, and equipment used in inspections, plan review, and office work including but not limited to cellular phone; City radio; flashlight, tape measure, spirit level, thermometer, and similar inspection tools; telephones; typewriter; microfiche; calculator; architects & engineers scales; compass; dividers; protractor; templates; staplers; code and reference books and software, and related documents and tools.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

Regularly required to use arms, hands, fingers to reach, handle, feel or operate objects, materials, tools, equipment or controls.

Frequently required to sit, stand, walk, hear and talk normally with or without mechanical assistance; walk, crawl, and/or climb in construction sites and damaged buildings involving uneven terrain, construction material debris, sloping surfaces, adverse climate/weather conditions, noise, and use of ladders and scaffolds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Required to lift at least 20 pounds regularly without assistance.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Education: Graduation from high school; one year experience in plan review; and

Experience: Three (3) years experience as a combination building inspector working on a wide range of development projects to achieve and verify compliance with pertinent codes and regulations for a municipality including one year of experience in coordinating and supervising the work of inspectors; or any combination of relevant education and experience which would demonstrate the individual's knowledge, skills and ability to perform the

essential duties listed above.

LICENSES AND OTHER REQUIREMENTS:

- International Conference of Building Officials (ICBO) certification: Building Inspector, Mechanical Inspector, Plumbing Inspector.
- NOTE: ICBO full Combination Inspector certification (not combination dwelling or combination light commercial) includes Building, Plumbing and Mechanical; International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector certification may substitute for ICBO Plumbing Inspector certification.
- International Conference of Building Officials Certification as a Plans Examiner or ability to obtain within 12 months of employment.
- Washington State driver's license.
- Have and maintain a good driving record.

WORKING CONDITIONS:

Work is performed primarily at construction sites or damaged buildings, which can involve walking on uneven and unstable surfaces, negotiating trip hazards, and inclement weather conditions; climbing ladders and working at heights on sloping surfaces; walking, kneeling, standing or couching; working on or around heavy equipment, ladders and scaffolding; and exposure to various noises, dusts, chemicals, fumes, odors and gases.

Some of the work is performed in a typical office environment. May be subject to dealing with angry and/or upset individuals.

SIGNATURES:			
Incumbent's Signature	Date	Supervisor's Signature	Date
Approval:			
Department Director/Designee	Date	Human Resources Director	Date

**Note: This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or if the duties of this position are changed significantly.

Revised 12/18/96